



THE CITY OF BEDFORD HEIGHTS      5661 Perkins Road    Bedford Heights Ohio 44146  
MAYOR FLETCHER BERGER

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## Special Assessment Request

Housing Department

cheryld@bedfordheights.gov

Cheryl Dillingham, Housing Coordinator

office: 440-786-3244 fax- 440-786-3277

### **ATTENTION SELLERS, BUYERS, AGENTS AND TITLE/ESCROW COMPANIES**

A COMPLETED SPECIAL ASSESSMENT SEARCH FORM MUST BE SUBMITTED TO THE HOUSING DEPARTMENT BEFORE AN OCCUPANCY PERMIT IS GRANTED.

A Special Assessment search must include the following information. Check for \$3.00. (*City of Bedford Heights*)

1. Name of buyer and seller
2. Address of property, Personal Parcel Number
3. Self addressed envelope
4. Date of Title Transfer

This assessment request should be completed and submitted to the Housing Department as soon as possible. Allow 10-15 days for processing

An occupancy permit will not be granted if fees and charges are not paid in full. This includes grass cuttings and sewer charges. A letter from the escrow agent stating that the charges will be paid from the escrow disbursement account or a copy of the HUD settlement statement is acceptable. If fees have been paid please forward a paid receipt to the Housing Department.

Thank you for your cooperation,

Cheryl Dillingham, Housing Coordinator  
5661 Perkins Road  
Bedford Heights, Ohio 44146